



**BOARD OF TRUSTEES**  
**PEABODY INSTITUTE LIBRARY**  
**15 SYLVAN STREET**  
**DANVERS, MASSACHUSETTS**

*Michael Hagan, Chair*

*Richard Bettencourt*

*Wilbur Cobb*

*Irene Conte*

*Julie Curtis*

*Dr. Charles Desmond*

*Natalie Luca Fiore*

*Frank Herschede*

*Gail Tyrrell*

## **Agenda – Wednesday, May 11th, 2016 – 7:00 P.M.**

### **Archives, Peabody Institute Library**

<b>Call to Order</b>	<b>Michael Hagan</b>
<b>Pledge of Allegiance</b>	<b>Michael Hagan</b>
<b>Citizen Comments</b>	
<b>Election of Officers</b>	
<b>Chair</b>	<b>Alan Thibeault</b>
<b>Vice Chair, Treasurer, Assistant</b>	<b>Chair</b>
<b>Treasurer, Clerk</b>	
<b>To act on the minutes of March 9th, 2016</b>	<b>Chair</b>
<b>To act on the minutes of April 20th, 2016</b>	<b>Chair</b>
<b>To act on the Chairperson's Report</b>	<b>Chair</b>
<b>To act on the Treasurer's Report</b>	<b>Frank Herschede</b>
<b>To act on the Reports of Standing Committees</b>	
<b>Buildings &amp; Grounds/Renovations</b>	<b>Frank Herschede</b>
<b>Lyceum</b>	<b>Natalie Luca Fiore</b>
<b>Urn Restoration</b>	<b>Dr. Charles Desmond</b>
<b>To act on the Director's Report</b>	<b>Alan Thibeault</b>
<b>Adjournment</b>	<b>Chair</b>

## MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEES MEETING

Wednesday, May 11, 2016

**Present:** Richard Bettencourt, Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Natalie Luca-Fiore, Alan Thibeault

**Absent:** Wilbur Cobb, Irene Conte, Gail Tyrrell

There were no citizens present to make any comments nor were any citizen comments offered for consideration.

The Pledge of Allegiance was led by Chairperson Michael Hagan

**Call to Order:** The May 11, 2016 meeting was called to order at 7:15 pm by Chairperson Hagan.

Chairperson Michael Hagan turned the meeting over to Library Director Alan Thibeault for election of officers.

A motion was made by Julie Curtis and seconded by Frank Herschede to nominate Michael Hagan as Chairperson. There were no other nominations so a motion was made by Frank Herschede and seconded by Natalie Luca Fiore to close nominations for Chairperson. Motion passed unanimously. Michael Hagan is elected Chairperson.

Chairperson Michael Hagan reassumed control of the meeting from Library Director Alan Thibeault, and continued with Board reorganization.

A motion was made by Charles Desmond and seconded by Richard Bettencourt to nominate Natalie Luca Fiore for Vice Chairperson. A motion was made by Michael Hagan to nominate Julie Curtis for Vice Chairperson. Curtis thanked Hagan but turned the nomination down. A motion was made by Richard Bettencourt and seconded by Frank Herschede to close nominations for Vice Chairperson. Motion passed unanimously. Natalie Luca Fiore is elected Vice Chairperson.

A motion was made by Julie Curtis and seconded by Michael Hagan to nominate Frank Herschede as Treasurer. A motion was made by Natalie Luca Fiore and seconded by Julie Curtis to nominate Richard Bettencourt as Treasurer. Both Herschede and Bettencourt accepted the nomination and an election was held. Frank Herschede, Michael Hagan, Charles Desmond and Julie Curtis Frank Herschede raised their hands in support of Frank Herschede. Where this was a majority, Herschede was declared the winner.

A motion was made by Michael Hagan and seconded by Charles Desmond to nominate Richard Bettencourt as Assistant Treasurer. There were no other nominations so a motion was made by Frank Herschede and seconded by Julie Curtis to close nominations for Assistant Treasurer. Motion passed unanimously. Richard Bettencourt is elected Assistant Treasurer.

A motion was made by Natalie Luca Fiore and seconded by Julie Curtis to nominate Charles Desmond as Clerk. The question was asked what the Clerks duties are. Director Thibeault responded basically to track of votes. There were no other nominations so a motion was made by Julie Curtis and seconded by Richard Bettencourt to close nominations for Clerk. Motion passed unanimously. Charles Desmond is elected Clerk.

A motion was made by Charles Desmond and seconded by Richard Bettencourt to nominate Julie Curtis as Recording Secretary. There were no other nominations so a motion was made by Natalie Luca Fiore and seconded by Frank Herschede to nominations for Recording Secretary. Motion passed unanimously. Julie Curtis is elected as Recording Secretary.

Charles Desmond suggested that prior to next year's election of officers, it be put on agenda to talk about the duties and responsibilities of each office so that potential candidates can consider whether they'd like to pursue the position. Desmond would like such a discussion to take place at the March and/or April meetings regarding rotating officers via election in May. Director Thibeault stated that he would prepare written information for the March, 2017 meeting.

**Secretary Minutes:** A motion was made by Richard Bettencourt and seconded by Natalie Luca Fiore to accept the minutes of the March 9, 2016 meeting as presented. Motion passed unanimously. Before a vote was taken on the April minutes, it was pointed out that the date of the meeting was incorrect. The meeting was held on April 20<sup>th</sup> (not April 21, 2016). A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to accept the April 20<sup>th</sup> secretary minutes with correction noted. Motion passed unanimously.

**Chairperson's Report:** Chairperson Michael Hagan reported that Director Thibeault and he would be attending the May 12<sup>th</sup> Town Meeting Skull Session in the Town Managers Conference Room at the Town Hall. This meeting is held to review the warrant articles for Town Meeting and to ensure procedural correctness. Hagan also reported the Town Meeting is Monday, May 16<sup>th</sup> at the High School Auditorium. The DPW Appreciation Luncheon will be held from 12-1:00 pm on Wednesday, May 25<sup>th</sup>. Trustees were encouraged to attend.

**Treasurers Report:** Treasurer Frank Herschede reported that the Peabody Institute of Danvers Investment Account had an April beginning balance of \$411,386.75 and ended the month with a \$412,626.77 balance. Frank Herschede pointed out some months there was no activity in the Gordon Room and asked if the library should advertise the Gordon Room and charge rent. Director Thibeault responded that the room is heavily used, but only for profit organizations were charged for use of Gordon Room. Herschede reported that the Lyceum Committee had agreed to donate funds towards the Sculpture Exhibit reception on June 26<sup>th</sup>. Herschede suggested that the Investment Committee meet on June 8<sup>th</sup> between 6-6:30 pm prior to its 6:30 meeting with Carley Duggan from Cornerstone Financial Partners. Assistant Treasurer Richard Bettencourt will contact Duggan regarding meeting. A motion was made by Richard Bettencourt and seconded by Julie Curtis to accept the treasurer report as presented. Motion passed unanimously.

**Building and Grounds Report:** Chairperson Frank Herschede reported the following: HVAC Project- ATCO was unable to turn on the new air conditioning system on April 29<sup>th</sup> due to a control board problem. ATCO is working with Jupiter Electric to replace the board so the system can be turned on and commissioned before the weather turns hot. David Olson assumed the duties as Custodian on May 3<sup>rd</sup>. He replaces Maria Carrion who moved to Town Hall. Olson previously worked on the custodial staff at Danvers High School and some weekends at the Holten Richmond Middle School.

Public Works continues to repair the leaks in the garden roof along the corner of the Children's room nearest the pit. Major leaks have been addressed and there is still a bit of seepage that they are addressing. The water-damaged interior wall has been repaired and awaits painting once the final, small leaks are addressed. A DPW worker with roofing experience is performing this latest round of repairs. Julie Curtis asked that a letter be addressed to Public Works regarding displeasure with the outside contractor's previous work and the inconvenience to patrons caused by the disruption in the pit area. Director Thibeault said he would speak with the head of Public Works regarding the Board's displeasure and would report back to us with their response at the June meeting.

**Lyceum Committee Report:** Chairperson Natalie Luca Fiore reported on the following upcoming programs: Edible Wild Plants and Mushrooms of New England, a program for adults on May 17<sup>th</sup> and Music with Dara, a program for children on May 31<sup>st</sup>. Charles Desmond, a member of the Danvers Diversity Committee spoke again on the Lyceum Committee co-collaborating with the Diversity Committee on next year's Martin Luther King, Jr. program. Desmond suggested having Town Archivist Richard Trask speak about Danvers' involvement with the abolishment movement up to the Civil War. He would like the two committees to start planning this.

**Urn Restoration:** Cassidy Brothers is finishing up the final, fine mending of the urn. Once final repairs to the urn are completed, it will be treated chemically so that patina on the repaired spots matches the rest of the urn. Public Works cleaned the pedestal in late April using various chemicals including muriatic acid. There is a great deal of leached material on the top of the pedestal and some staining down two sides due to oxidation and exposure of the urn to decades of weather. Thibeault is investigating a vendor to sand blast the pedestal.

**Director's Report:** Director Alan Thibeault reported the following: the library would be closed on Memorial Day Monday, May 30<sup>th</sup>. Marie Manganaro, a 24 year employee serving as Assistant Head of Circulation for the past 21 years will retire on June 3, 2016. Interviews to replace her have finished and a decision is expected by the end of this week. A retirement party for Ms. Manganaro will be held on Friday, May 20 at 6:00 pm. The library will be holding their 4<sup>th</sup>

annual outdoor sculpture exhibition from June 13-October 16<sup>th</sup>. The reception for the exhibition is tentatively scheduled for June 26, 2016. The rededication of the Peabody Urn will take place at the reception tentatively at 1:00 pm. The library is still accepting donations of gently used books through June 20<sup>th</sup>. The sale will run June 22<sup>nd</sup> through July 16<sup>th</sup> will proceeds going to the Friends of the Library.

**Peabody Trust:** Director Thibeault reported People's United Bank informed him that the Secretary of State for the Commonwealth of Massachusetts revoked the corporate designation of the Peabody Institute of Danvers back in 2012. This move was unbeknownst to management since there was no notice sent to the library when it occurred. This corporate designation must be revived in order for the Trust to continue to do financial business in its checking and investment accounts. Thibeault stated he would arrange a meeting next week with managers at People's United with himself, Chair Michael Hagan, Treasurer Frank Herschede, and Assistant Treasurer Richard Bettencourt to discuss what must be done to put our account back in good standing. Thibeault stated he would keep Hagan, Herschede and Bettencourt informed as to progress and investigate ways to handle the paperwork necessary to put the Trust back in good legal standing.

**Adjournment:** A motion was made by Julie Curtis and seconded by Frank Herschede to adjourn the May 11, 2016 library trustee meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary